

Resume of Paula S. Chavez  
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paulachavez55@yahoo.com (Email)

Managing Broker/Owner - Kelley & Associates, LLC  
2009 - Present

As Broker of my own Independent Brokerage Firm, I manage all aspects of the firm based upon the Rules & Regulations of the Colorado Real Estate Commission. Sales of Residential properties includes preparing CMA for market price, preparation of all contracts and disclosures, set up of property in MLS system and managing property through the closing of asset.

Broker Associate - NG Real Estate, LLC  
2007 - 2009

As Broker Associate with NG Real Estate, listed and sold REO Assets for leading asset management company. Duties included but were not limited to the following: Worked independently with Asset Manager from assignment of asset to closing. Broker duties consisted of but not limited to the following: eviction, communication with HOA, for past due fees or assessments owed, communicated with utility companies for unpaid bills, preparing of occupancy report, BPO/CMA and monthly status report.

Executive Assistant - Ascent Real Estate Solutions  
2001 - 2007

In working at Ascent Real Estate Solutions, assisted the Director of Operations, duties included but were not limited to the following, making travel arrangements, coordinating meetings and schedule, communicating with financial institutions, maintaining office files, and monthly billing to vendors.

Supervisor, Budgets & Personnel/Executive Assistant to the Director of Public Relations - AT&T  
1984 - 1991

Supervised the clerical staff, managed the departmental budget, membership budget and contributions budget, also maintained with confidentiality the personnel files. As Executive Assistant to the Director of Public Relations, my duties consisted of, but were not limited to the following: event planner for monthly Denver Business Leaders meeting, scheduling of corporate staff meetings, making of travel arrangements, composing and typing of all correspondence and news releases for Director, preparing expense reports for reimbursement for Director and all public relations managers, set up and maintained central file system.

#### Skills/Experience

Supervision/Management/Training, Sales - 12+ years,, Executive Assistant - 10+ years, Proficient in Microsoft Office Suite, Microsoft Outlook, Mac OS X, Excel, Numbers, Power Point, Salesforce CRM database, RUN database, CLinks database, RealRemit database, Bravia database; Typing - 90 wpm, 10-key by touch

References Upon Request